



MITCH
Charter School
Board of Directors

Inspiring colorful acts of greatness

School Administration:

Nicole Hans, Interim Executive Director
Caitlin Blood, Executive Director (Leave)

Board Members:

Sarah Parker, Chair
Jason Johnston, Vice-Chair
Daniela Pratt, Treasurer

Neil Tosuntikool, Secretary
Corey Cabrera
Susan Noack
Krista Brown

Regular Meeting

When: 10/1/24 6:30pm

Where: Virtually via Zoom

• **Opening Items:**

- Call to order by Sarah at 6:36pm
- Roll Call/Attendance
 - Board/School Administration: Sarah Parker, Jason Johnston, Corey Cabrera, Neil Tosuntikool, Susan Noack, Krista Brown, Daniela Pratt, Nicole Hans, Leah Smith
 - Attendees: Shannon Fairley, Briana Harris, Amy Holland, Ann Lewis, Elisabeth Atkins, Barbara Solecka, Colin and Jenny, Jason Chefshui, Lauren, MaryEllen, Rosa Neves
- Approve Agenda – Sarah requests to add Library Display Case discussion point #9 on the agenda. Sarah motions to approve with addition. Corey second. Board approves.
- Approve Minutes – No Board additions or suggested revisions. Neil motions to approve the minutes from 10-1-24. Krista seconds. Board approves.
- Approve Financials – Daniela submitted August financials for review. No Board questions. Daniela motions for approval, Susan seconds, Board approves.

• **Public Comment:** None

• **Action Items from Previous Meeting**

- Sarah – Board members who will be at Back to School Night please email/text Sarah their schedule availability. - Done
- Jason – Need to document whether Board meeting announcement can be exclusive to Parent Square or does it need to continue as it was before by email. – Have not checked. Concerned ParentSquare is a closed loop so only parents. How to borrow proudly from TTSD? Add back in email in addition to ParentSquare going forward.
- Sarah – Review communication of future Board meetings and Board activity. Sarah to meet with Nicole. – Add to next work session.

• **Executive Director Update – (Nicole Hans)**

- Enrollment Update: Steady at 237 students
- Student reading assessments complete, workshops started
- Finished MAP testing
- Parent/Teacher conferences next week

- Bus evacuation drill held – Fun and good experience
 - Down to just one bus due to shortage of drivers (expected to last one month)
 - Completed vision screening
 - New instructional assistant started – Ms. Tiffany
 - Garden Party volunteer event last weekend big success
 - Fox Trot Run fundraiser – great experience, lots of fun, met fundraising goal, Ms. Hill did a great job, kudos to the Fox mascot...great job!
 - Still working on speed bumps, but need a solution for cars driving past active classes, looking at mesh fence partition, just looking to increase safety and avoid unsafe situations
 - Picture day this Friday
 - Daniela question regarding assessments – Identify groups needing support, does it identify groups of students who are excelling? Nicole - short answer no, but some yes. It does help identify groups of students who are capable of increased level work. Sarah – Are families notified when students are identified for inclusion to one of the grou? Ms. Smith – Yes. Communication via ParentSquare. Still in the process of notifying families. Krista – How many students in the workshops? Out of 237? About 12 kids in K-2, then tapers off in 3-5. Looking for less than 20%. Thank you, Ms. Smith!
 - Sarah question regarding orange mesh fencing. Nicole – product not delivered yet but will be able to install as soon as MITCH receives it.
- **Teacher Spotlight – Dr. Hudson**
 - Five Board members children have gone through Dr. Hudson’s 3rd grade class
 - Dr. Hudson has been teaching at MITCH since 2017. Part of MITCH community since 2011. (Both kids went to MITCH)
 - Gave a thorough and comprehensive overview of her classroom and teaching philosophies, her classroom layout, class structure, etc.
 - Brief Q&A (parent volunteering opportunities, classroom supply items, etc.)
- **PSO Update**
 - Fox Trot Update – Thank you teachers, staff, families, hit fundraising goal of \$20,000!, 35 volunteer that day gave over 105 hours
 - Funds raised with support PSO budget all year. (Grants for coats, nutritional supports for families, backpack buddies, etc.)
 - Lots of Fall PSO fundraisers coming up, but no expectation on families to support all (or any) dine-outs, pies, etc.
 - Book Fair coming up soon on October 14th, PSO sponsored, Sarah and Krista to coordinate, volunteer opportunities to be posted on HelpCounter, every child leaves with a book regardless if they have funds in their account or not
 - OBOB – (Oregon Battle of the Books) fun opportunity to sign-up for a reading challenge, game show type fun competition, biggest need is parent volunteers for the program to be successful, FREE for families
 - Carline volunteers needed, no need to be intimidated to join and learn, great weather this week, PSO volunteers will be here all week to help train new volunteers
- **Family Survey Development**
 - Boards wants to take a more active approach in surveying MITCH families and staff
 - Sarah would like to discuss frequency and number of check-ins

- Quarterly feedback opportunities? Not a full survey but rather a quick check-in??
 - Board agrees on quarterly mini-surveys every quarter to keep more timely and regular check-ins
- **Report and Discussion**
 - Sarah asks for parents to volunteer for committees...PLEASE 🙏
 - 1) **Nutritional Services** – Backpack Buddies program has started, volunteers still needed, submitted grant to Whole Foods, will get \$3,000 from City of Tualatin (confirmed), difficulty getting response back from TTSD (original contact is on leave), Susan offered help in navigating TTSD help and assistance. Daniela question – Are there food drives for the Backpack Buddies program? Krista answered, yes. Plans for upcoming opportunities.
 - 2) **Safety** – Nicole - Have not met yet. First meeting coming up soon in October. Last meeting was in July.
 - 3) **Maintenance** – MaryEllen and Eric – Small group over the summer helped with tasks and moving for staff and new staff. Need volunteers and welcome new committee members. First meeting will be this month in October.
 - 4) **Garden** – Not present to provide update (Forgot to ask) Susan asked question - Any partnerships? Should we ask for partnerships? Answer some limited ones (George Fox, etc.) Susan offered to introduce contact with the Garden Corner owners.
 - **Library Display Case Discussion**
 - Tualatin Library display case opportunity – Idea to use the space before the school lottery to showcase MITCH – What does the school do, Who we are, etc.
 - Maybe also use the display case right before MITCH read-a-thon to gain exposure and possible sponsorship
 - Great opportunity for MITCH? Sarah requesting Board feedback. Neil, Daniela, Corey, Nicole all liked the idea and think it's a great idea for MITCH. Sarah to take lead. No need for separate special committee.
 - **Closing Items:**
 - **Takeaway Action Items Review**
 1. Sarah – Will send out reminder to Board and the survey questions from last year. Also send out the staff questions from last year. Next virtual session (October 15th) will build the survey.
 2. Neil – To add survey agenda item to work session on 10/15,1/21, 3/18, 5/20 to Board Planning Document
 3. Sarah to contact Garden Committee and ask to come to next meeting
 4. Sarah to take lead on Tualatin Library display case opportunity prior to next student application/lottery period (December/January)
 - **Public Comments:** None
 - **Board Comments:** None
 - **Adjourn:** Sarah adjourns the meeting at 8:26pm

Nicole Haus

10/31/2024

Sarah Parker

10/31/2024